



TAG LETTER DRAFT TEMPLATE
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

MIAG

MEMORANDUM FOR National Guard Bureau, Staff Management Office,
ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Release for Title 10 Active Guard/Reserve (AGR) Tour

1. I highly recommend and release MAJ XXXXXX XXXXXXXXX for a Title 10 AGR tour with the National Guard Bureau.
2. This second paragraph should summarize MAJ XXXXXXXXX's skill set. For example: MAJ XXXXXXXXX is a highly motivated officer who has held successful company command and staff assignments. Her motivation and professional bearing are second to none. She has completed 50% of the Command and General Staff Course. MAJ XXXXXXXXX will be a great asset to the Army National Guard at the National Guard Bureau level.
3. The [state] Army National Guard and MAJ XXXXXXXXX understand that by accepting a Title 10 AGR tour, MAJ XXXXXXXXX incurs an Active Duty Service Obligation (ADSO) of 24 months. MAJ XXXXXXXXX may not request resignation or voluntary assignment or reassignment outside of the Title 10 AGR program during this period of time. This ADSO does not apply to state recalls for mobilization.
4. My point of contact is _____, DSN: XXX-XXXX or comm. XXX-XXX-XXXX.

GARY S. OWENS
Major General, XXARNG
The Adjutant General